

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2015-134 **Issue Date:** 07-20-15 **Closing Date:** 08-07-15

Substitute Teacher Assistant
(10) Ten Positions
YN Head Start
Department of Human Services
Hourly Wage: \$12.58/Intermittent/On-Call

Incumbent is responsible to assist a classroom teacher involving instruction and supervision of young children in early childhood setting. Assist to provide high quality, integrated services to children and their families that leads to the overall development of the children enrolled in the Head Start program work is performed in conformance with the Head Start Performance Standards.

Knowledge, Skills and Abilities:

- Knowledge of Head Start Performances Standards and Yakama Nation Personnel Policies and Procedures.
- Knowledge of Child Development Associate (CDA) competencies.
- Knowledge of historical/cultural background of the Yakama People.
- Ability to adhere to applicable rules, regulations, policies and procedures.
- Ability to maintain standards of professionalism, in dress, appearance, attitude and presentation at all times.
- Ability to maintain standards of professionalism in terms of confidentiality and work ethic.
- Ability to communicate effectively with individuals and groups, both orally and in writing.
- Ability to operate necessary equipment such as a computer, telephone, copier, fax, and laminator.
- Ability to be flexible in work schedule and assignments.
- Ability and willingness to participate in staff development activities.
- Ability to sustain long periods of standing, walking, stooping, and kneeling.
- Ability to lift up to 50-pounds.
- Ability to articulate clearly, hear, and see.
- Ability to use hands to finger, handle, feel or operate objects and equipment, and reach with hands and arms.

General Recruiting Indicators:

- Must possess a Child Development Associate (CDA) credential and be enrolled in coursework to obtain an Associate Degree in Early Childhood Education; subject to a trainee development program, OR must possess an Associate Degree in a related field with coursework relevant to early childhood education.
- Must have 6-months experience teaching preschool-age children.
- Required to pass a pre-employment background check.

Special Requirements:

- Must possess a valid WA State Driver License with ability to acquire a Tribal Drivers Permit.
- Must possess a current food handler's card and blood borne pathogen certificate or be able to obtain one within 6-months of hire.
- Must possess a current food handler's card or be able to obtain one within 6-months of hire.
- Preference given to current or former Head Start Parent(s) and/or staff.
- Criminal background clearance.
- Clearance of Fingerprint check and State criminal background check where appropriate.
- Requires current medical/physical/dental examinations, including (TB) skin test.

****Employment conditional upon elected Policy Council approval***